



HEEAPA UPDATE

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**State Human Resources Director and
Chair, Council of University and College HR
Directors**

TODAY'S TOPICS

- Organizational charts
- Additional delegation concerning classification and compensation, and
- Implementation of the uniform compensation and classification plan among the institutions of higher learning and technical colleges



ORGANIZATIONAL CHARTS

- State law requires agencies to provide organizational charts to the State Human Resources Division [SHRD]
- Online organizational charts on the web pages of each public institution of higher learning and technical college will be recognized as fulfilling statutory reporting requirements
 - If kept current
 - Must include class title or class code, and whether the employee is exempt from the State Employee Grievance Procedure Act



ADDITIONAL DELEGATION OF CLASSIFICATION AND COMPENSATION

- State Budget and Control Board approved this Recommendation: “Adopt a separate classification and compensation system that addresses the specific and unique needs of higher education institutions....”
- SHRD has created a Memorandum of Understanding [MOU] which expands the delegated authority of institutions of higher learning and technical colleges



ADDITIONAL DELEGATION OF CLASSIFICATION AND COMPENSATION

- By the MOU, SHRD delegates all classification and compensation actions under:
 - State Human Resources 19-702.03(B)(7) relating to equivalencies approved by the State Human Resources Director;
 - 19-702.05 relating to Reclassification of Positions;



ADDITIONAL DELEGATION OF CLASSIFICATION AND COMPENSATION

- SHRD delegates all classification and compensation actions under: [continued]
 - 19-705.03 through 19-705.08 relating to Hiring Salaries, Salary Increases, Salary Decreases, Salary Adjustments, Compensation not Included in Base Salary, and Effective Dates of Salary Changes; and
 - 19-706.04 through 19-706.06 relating to Hiring Salaries, Salary Increases, and Salary decreases for Employees in Unclassified Positions; Compensation not Included in Base Salary; and Effective Dates of Salary Changes,



ADDITIONAL DELEGATION OF CLASSIFICATION AND COMPENSATION

- To receive this delegation, the President, or the President's designee, and Human Resources Director for each institution of higher learning and technical college must sign and return the MOU to their Human Resources Consultant no later than February 28, 2014
- HRIS will now enable these actions after the MOU is signed by all parties



ADDITIONAL DELEGATION OF CLASSIFICATION AND COMPENSATION

- The MOU requires agencies:
 - Develop internal procedures for the review and documentation of requests.
 - Maintain a copy of this memorandum of understanding and all related correspondence.



ADDITIONAL DELEGATION OF CLASSIFICATION AND COMPENSATION

- The MOU requires agencies:
 - Maintain proper documentation of each classification action to include the following:
 - i. classes are being used as defined
 - ii. internal titles are designated (if applicable)
 - iii. essential and marginal functions are identified
 - iv. percentages of time spent on each duty are noted
 - v. the appropriate coding and approvals
 - Ensure equity and fairness in hiring practices, classification of positions, and in awarding temporary salary adjustments.



ADDITIONAL DELEGATION OF CLASSIFICATION AND COMPENSATION

- The MOU requires agencies:
 - Ensure each action is approved by the appropriate authority prior to the action becoming effective.
 - Assess results of audit reports and provide comments to SHRD.
 - Correct any deficiencies noted in audit findings within a predetermined date of receipt of the audit report.



ADDITIONAL DELEGATION OF CLASSIFICATION AND COMPENSATION

- The MOU does not change the requirements of the HR Regulations, but only changes who has to approve certain classification and compensation actions
- Universities and technical colleges will still need to keep the required documentation in preparation for SHRD audits
- SHRD will audit a portion of the universities and technical colleges this summer and will soon provide information about what SHRD will include in those audits



NOT DELEGATED

- Excluding those actions requiring approval by the Budget and Control Board itself
 - Salary Decreases for Classified Employees
 - 19-705.05(3)(b) - In-Band Decreases (Assignment of Lower Level Responsibilities/Involuntary Reason): B&CB approval required if salary is reduced prior to one year from the date of the action
 - 19-705.05(3)(C)(1)(c) - Demotion and Downward Reclassification Decreases (Involuntary or Non-Disciplinary Reason): B&CB approval required if salary is reduced prior to one year from the date of the demotion or downward reclassification
 - 19-705.05(3)(C)(2) – Downward Band Reallocation: B&CB approval required if salary is reduced prior to one year from the date of the action



NOT DELEGATED

- Excluding those actions requiring approval by the Budget and Control Board itself
 - Salary Decreases for Unclassified Employees
 - ACADEMIC PERSONNEL
 - 19-706.04(C)(3)(c)(2)(a)(ii) – Demotion and Assignment of Lower Level Responsibilities of Academic Personnel covered by the State Employee Grievance Procedure Act (Involuntary Reason)
 - B&CB approval is required if salary is reduced prior to one year from the date of the demotion or the assigning of lower level responsibilities
 - UNCLASSIFIED OTHER (NON-TEACHERS)
 - 19-706.04(D)(3)(b)(ii) – Demotion or Assignment of Lower Level Responsibilities (Involuntary Reason)
 - B&CB approval is required if salary is reduced prior to one year from the date of the demotion or the assigning of lower level responsibilities



NOT DELEGATED

- The Attorney General Office's approval is still required for all attorney actions
- The Agency Head Salary Commission governs the compensation of agency heads covered by the Agency Head Salary Commission
- Does not include 19-713.01(D.)(3) concerning SHRD's approval of exceptions to the 30% limitation for dual employment



SEPARATE UNIFORM COMPENSATION AND CLASSIFICATION PLAN IMPLEMENTATION

- Two phases of implementation
 - Phase 1: Unclassified Titles
 - Phase 2: Classified Titles



SEPARATE UNIFORM COMPENSATION AND CLASSIFICATION PLAN IMPLEMENTATION

○ Phase 1: Unclassified

- Implement New Unclassified Titles
 - 31 new unclassified titles have been developed and will be available for use as of February 1, 2014
 - No approval needed from SHRD to use them
 - Each institution using these titles will be responsible for determining how the titles are used



SEPARATE UNIFORM COMPENSATION AND CLASSIFICATION PLAN IMPLEMENTATION

○ Phase 1: Unclassified

- Inactivate Unclassified Titles not in use
 - 37 unclassified titles which are not used in higher education or the utilization is extremely low
 - On February 1, 2014, the titles without anyone in them became inactive and will not be available for future use in HRIS
 - Those unclassified titles with someone currently in them will become inactive when those individuals are placed in a new title no later than June 30, 2014



SEPARATE UNIFORM COMPENSATION AND CLASSIFICATION PLAN IMPLEMENTATION

- Phase 1: Unclassified
 - Unclassified Job Title Changes
 - Agency Head (UA01) will become “President (UA01)”
 - Vocational Teacher (UB04) will become “Teacher (UB04)”



SEPARATE UNIFORM COMPENSATION AND CLASSIFICATION PLAN IMPLEMENTATION

○ Phase 2: Classified Titles

- Job specifications for these new titles have already been drafted
- The draft specifications will be available for comment this spring and the draft specifications will be accessible via the web for viewing
- Once the specifications are finalized and approved, the titles will be available for use as of July 1, 2014



QUESTIONS

